

Voucher Examiner (PSU) (T)

Voucher Examiner (PSU)

Physician

A.I.D. Project Management Specialist (Malaria) (T)

A.I.D. Project Management Specialist (Malaria)

Administrative Associate (T)

Administrative Associate

Administrative Assistant (T)

Administrative Assistant

FSN# 2012/04 (T)

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

OPENING DATE: July 6, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): THB 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts.

Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

**** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/04

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: July 6, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/20

Physician

OPEN TO: All Interested Candidates

POSITION: Physician, FSN-12; FP-3

OPENING DATE: April 12, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-3

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Physician in its Regional Medical Services Office (RMO) located GPF Building, Wireless Road, Lumpini, Pathumwan, Bangkok.

BASIC FUNCTION OF POSITION:

Provides outpatient primary care medical services at the Embassy Medical Unit to patients covered under the Department of State Medical Program with special emphasis on pediatric care. During the absence of the both Regional Medical Officer and the Foreign Service Health Practitioner, this physician will provide medical supervision of the Medical Unit staff and be available for after hours medical consultations and referrals.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Must hold a current medical license in a U.S. state or other country;
- (2) Must have current American board certification in Pediatrics with or without subspecialty;
- (3) Five years of post-residency clinical experience in their primary care specialty with at least 50% of the physician's time involved in direct patient care during the five years, including time spent in a private American pediatrics practice;
- (4) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (5) Must be experienced with all aspects of pediatric care, including immunization practices.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/01 (T)

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-11 (Trainee)

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of nine (9) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;

(5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/01

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-12

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of ten (10) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/57 (T)
Administrative Associate

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Administrative Associate, FSN-5 (Trainee)

OPENING DATE: June 29, 2012

CLOSING DATE: July 26, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The administrative associate assists the lead secretary of Regional Environment Office (REO) in providing full range of administrative and secretarial support including but not limited to maintaining official files and document tracking system, and office supplies; preparing time and attendance reports, briefing books and program fact sheets; performing travel arrangements for office team members; maintaining day-to-day contacts and program interaction with partners and appropriate personnel; and performing incidental clerical and administrative work as assigned.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Business/Public Administration, International Development, Arts/Liberal Arts, Human Resources Management or Social Science;
- (2) A minimum of one year of experience in secretarial and administrative support;
- (3) Level III (Good) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Computer literate and proficient in using Microsoft Office applications such as Word, Excel, Power point Outlook and Internet;
- (5) Good team player, and possess excellent communication and interpersonal skills,
- (6) *Able* to work under pressure, *prioritize* workload and manage multiple tasks simultaneously.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: July 26, 2012

FSN# 2012/57

Administrative Associate

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Administrative Associate, FSN-6

OPENING DATE: June 29, 2012

CLOSING DATE: July 26, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The administrative associate assists the lead secretary of Regional Environment Office (REO) in providing full range of administrative and secretarial support including but not limited to maintaining official files and document tracking system, and office supplies; preparing time and attendance reports, briefing books and program fact sheets; performing travel arrangements for office team members; maintaining day-to-day contacts and program interaction with partners and appropriate personnel; and performing incidental clerical and administrative work as assigned.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Business/Public Administration, International Development, Arts/Liberal Arts, Human Resources Management or Social Science;
- (2) A minimum of two year of experience in secretarial and administrative support;
- (3) Level III (Good) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Computer literate and proficient in using Microsoft Office applications such as Word, Excel, Power point Outlook and Internet;
- (5) Good team player, and possess excellent communication and interpersonal skills,
- (6) *Able* to work under pressure, *prioritize* workload and manage multiple tasks simultaneously.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: July 26, 2012

FSN# 2012/58 (T)
Administrative Assistant

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Administrative Assistant, FSN-6 (Trainee)

OPENING DATE: June 1, 2012

CLOSING DATE: July 12, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in the U.S. Agency for International Development (USAID)/Office of Financial Management (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent provides administrative assistance on a broad variety of operational and information supports to the Regional Controller as well as the OFM staff. In addition, s/he serves as the Payroll and Time & Attendance coordinator for RDMA (Regional Development Mission for Asia) and its client missions as well as the first point of contact for all related to OFM operations including funding and clearance services.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in business, public administration, Financial, Accounting, Economics, Arts or Social Science;
- (2) A minimum of two years of specific and progressively responsible experience in the field of secretary/administrative management in multi-national company, and/or other international organization (s);
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must demonstrate proficiency in using computer program and typing various correspondence formats;
- (5) Must possess excellent communication and interpersonal skills.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: July 12, 2012

FSN# 2012/58

Administrative Assistant

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Administrative Assistant, FSN-7

OPENING DATE: June 1, 2012

CLOSING DATE: July 12, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in the U.S. Agency for International Development (USAID)/Office of Financial Management (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent provides administrative assistance on a broad variety of operational and information supports to the Regional Controller as well as the OFM staff. In addition, s/he serves as the Payroll and Time & Attendance coordinator for RDMA (Regional Development Mission for Asia) and its client missions as well as the first point of contact for all related to OFM operations including funding and clearance services.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in business, public administration, Financial, Accounting, Economics, Arts or Social Science;
- (2) A minimum of three years of specific and progressively responsible experience in the field of secretary/administrative management in multi-national company, and/or other international organization (s);
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must demonstrate proficiency in using computer program and typing various correspondence formats;
- (5) Must possess excellent communication and interpersonal skills.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: July 12, 2012
